



Updated December 1, 2008

General Schedule

Awards Delegation of Authority

Below are ITA's levels of signatory approvals for award amounts:

Office Director - up to and including \$3,000

Deputy Assistant Secretary – up to and including \$4,000

Assistant Secretary – up to and including \$5,000

Under Secretary and Deputy Under Secretary – up to and including \$10,000

(In excess of 5,000 requires Performance Review Board review)

ITA Performance Review Board (PRB) – in excess of \$5,000

The PRB will ensure that the narrative justifications for award proposals are reviewed in the context of relative contribution to the organization's mission and strategic objectives accomplishments. The PRB recommendations regarding awards in excess of \$5,000 will be provided to the Under Secretary, who will make final decisions and certify in writing the merit of those approved. This certification authority may be redelegated to the Deputy Under Secretary.

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Higher Level Approval Required

Awards in Excess of \$10,000

Awards in excess of \$10,000 for individuals and individuals as members of a group require approval by the Office of Personnel Management (OPM).

Guidelines for Total Awards Recognition

Performance award amounts are limited to 10 percent of basic pay (including locality payments), e.g., Level 3 up to 3%; Level 4 up to 6%, and Level 5 up to 10% of basic pay including locality pay.

There is no percentage limit on performance-based awards (i.e., Special Act Awards) except an employee's total aggregate compensation, by the end of the tax year, may not exceed Executive Level 1 pay, for FY 2008 it's \$191,300.

Note: Monetary awards such as Special Act Awards, or Special Operating Unit Awards (e.g., ITA Under Secretary's Awards) do not count toward the 10 percent maximum for performance awards.